



County of Door DEPARTMENT OF SOCIAL SERVICES

County Government Center
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Social Services Board Meeting September 14, 2010

1. Call to Order: Chair Mark Moeller called the September 14, 2010 meeting of the Social Services Board to order at 1:00 p.m. Board members present were Patrick Olson, Ben Meyer, and Charles Brann. Department staff present were Roger Tepe, Bev Knutson, Doreen Weyenberg, Kay Englebert, Mike VanEss, and Joanne Ator. Susan Kohout from the League of Women Voters was present for observation and Shirley Scalish, Director of Finance, was present for questions from Board members about the 2011 budget.

2. Establish a Quorum: Enough Board members were in attendance to establish a quorum (4 out of 5 members were present).

3. Approve Agenda: Motion by Charles Brann, second by Patrick Olson to adopt the agenda as posted. Roger Tepe, Director of Social Services, asked that an item be taken out of order in the agenda. He requested that Agenda Item 9b. (Approval of Budget Transfer) be moved prior to Agenda Items 6a. and 6b. The motion carried with the request to change the order.

4. Public Participation / Supervisor Response: There was no public participation.

Dale Wiegand arrived at 1:03 p.m.

5. Review and Approve Minutes of Social Services Board Meeting. Motion by Ben Meyer, second by Dale Wiegand to approve the minutes of the August, 10, 2010 meeting of the Social Services Board. The motion carried unanimously.

9. New Business – Approvals Required (a deviation from the agenda).

b.) Approval of Budget Transfer. Roger Tepe explained to the Board the need for the budget transfer – to cover a hospitalization bill not covered by the client's health insurance. The transfer would take place between the Department's Foster Care and Protective Placement accounts. Charles Brann made a motion to move \$10,000.00 between the designated accounts to make payment on the bill. Ben Meyer seconded the motion. The motion was approved and carried. This request was already approved by the Finance Committee on 9/13/10, contingent upon the approval of the Social Services Board on 9/14/10.

6. Review and Approve Vouchers to be paid in September 2010. Upon review and discussion, motion by Ben Meyer, second by Dale Wiegand to approve the vouchers as submitted and detailed below:

Social Services

Total Social Services expenditures submitted for approval \$ 181,877.17

Senior Resource Center

Total Senior Resource Center expenditures submitted for approval \$ 38,181.62

Total Expenditures for approval

\$ 220,058.79

The motion carried unanimously.

7. Old Business – Approval Required (request to refill position). With the retirement of Catherine Thiessen in November, a request to refill this position in the Economic Support Unit is being brought forth. This individual will determine eligibility for FoodShare, Medicaid and other related income maintenance programs. The type of clientele this individual will mainly be working with will be the elderly, blind, and disabled. In the future, this position will be working closely with Family Care to determine eligibility. There will be at least a six (6) month training time frame for someone with no Economic Support experience and less for someone with experience. During this time frame, the other case workers in the unit will be picking up the case load. Ben Meyer moved that the Request for Refill of the Economic Support Specialist position be approved by the Social Services Board, and forwarded to the Administrative Committee at their next regular meeting for final approval. Dale Wiegand seconded the motion. The motion carried with a 5 – 0 voice vote.

8. Old Business – Information Only (request for re-class and new position for 2011). Roger Tepe informed the Board of the outcome of two requests presented to the Administrative Committee on 08/17/10 – a re-class and a new position. Both of those requests were denied by the Administrative Committee. The request for re-class has moved to a pending union grievance and will be on the Administrative Committee's agenda for reconsideration at next months meeting. If the grievance is approved, there will be a slight upward adjustment to the 2011 budget. If the grievance is denied, the affected Social Worker can appeal; and it could then go into arbitration.

The request for a new position in Adult Protective Services program for 2011 was denied; and the Department will not go forward with a request to fill this position in the 2012 budget. By that time, the Department will be preparing for the start-up of the ADRC and Family Care. Other alternatives to fill this need will be looked at.

9. New Business – Approvals Required.

a.) Review / Approve Finance Committee action on the 2011 County Budget. Roger Tepe provided information related to the 2011 budget to the Board members. The Department of Social Services has two separate budgets – Senior Resource Center and the Department of Social Services. Revenues coming into the Department for 2011 are predicted to stay relatively the same as 2010, with the exception of slightly increased levy dollars. The largest new expense for the Department is increased costs for salaries and related benefits. The Child and Family Services Unit reduced its planned budget for Alternate Care. In past years, the Department has been able to return funds back to the Unassigned General Fund due to low placements in the Child and Family Services Unit. Ben Meyer made a motion to approve the Social Services / Senior Resource Center budgets as presented, and forward our recommendations to the Finance Committee for their final budgetary review on October 8, 2010. Charles Brann seconded the motion. The motion carried a 4 – 1 vote (Moeller, Meyer, Brann, and Wiegand for / Olson against).

10. New Business – Information Only.

a.) **2011 Budget – Schedule of key upcoming events.** Roger Tepe informed the Board of some key dates of upcoming events:

- October 8th – Final review of the 2011 County Budget at the Finance Committee.
- November 1st and 2nd – Final vote on the 2011 County Budget by the County Board.

b.) **Ad Hoc Building Committee to be appointed to plan new SRC / ADRC/ PH Building.** The Property Committee met this morning, Tuesday, September 14th. Roger passed on information related to the Department's van. Social Services will hold on to its current 2006 van; and two refurbished squad cars will be evaluated for possible use as fleet vehicles. The Ford Taurus will no longer be a part of the Maintenance Department fleet of vehicles and will be replaced by one other vehicle (possibly one of the used squad cars if it is determined to be suitable).

Also at the Property Committee, it was decided to create an Ad Hoc Building Committee for the new SRC / ADRC / PH building, later this fall. The Property Committee has been approached so far by two (2) companies interested in the study portion of this project. Roger will be compiling a list of items / ideas that will be passed on to the Ad Hoc Committee for study. If anyone is interested in being a part of this committee, they should contact Michael Serpe, County Administrator. A preliminary resolution will be drafted to create the Ad Hoc Committee. A suggestion was made to visit other facilities to see the layout, ask what works and what doesn't work.

11. Recurring Program Initiatives – Informational Only.

a.) **ADRC.** Roger shared the Door County ADRC Planning Workgroup Common Message #2 with the Board members. At the time of this meeting the link on the County's website was not yet operational. This link will be a form of communication / education for consumers and key stakeholders. Individuals from Community Programs, Social Services and two (2) consumer representatives make up the Planning Workgroup. ADRC will be a program unit of Social Services, but a free standing unit. It will not be attached to or a part of the Aging Unit. A Governing Board will be the next item that the group will be working on.

No action was taken.

b.) **Family Care.** Elected Officials and the Steering Committee met on August 30th. Our County Board previously passed the resolution for the creation of Family Care. Out of seven (7) counties, only Brown County and Shawano County remain to pass the resolution. They are expected to vote on this next month. A two (2) day orientation related to Family Care took place for care managers. Door, Kewaunee, Brown Counties, and Oneida Tribal Nation took part in this event. The training was designed to help care managers see what the job might be like if they decide to work for the Managed Care Organization.

No action was taken.

- c.) **Transportation.** Roger Tepe reported on the Shared Ride Taxi program. The program is about six (6) weeks old and by the sixth week, there were approximately 200 riders using the service each week. The vendor, Abby Vans, projects they'll be maxing out their capacity of two (2) vans sometime in October. Roger will be working on writing the grants for next year and looking into expanding evening services and adding an additional taxi. A public hearing will take place on October 8th at 1:00 p.m. in the Peninsula Room regarding expanding the transportation services.

No action was taken.

12. Management Reports – Informational Only.

- a.) **Administrative Services:** Kay Englebert commented that she is busy working on the 2011 Budget. The Department is below budget for expenses for 2010 at the eight (8) month mark and the Senior Resource Center is at approximately 62% of their expenses. Overall, both budgets are doing well.
- b.) **Adult Protective Services Program:** Bev Knutson stated that the Interdisciplinary Team (I-Team) was approached by the Sturgeon Bay Police Department and the Sheriffs Department to make up packets of information that could be given out to seniors who are victims of scams. Dick Burress from Emergency Services will be meeting with the I-Team to discuss universal precautions and personal safety. Bev shared with the Board a monthly publication that she receives – Bureau Briefs. She pointed out an article entitled Annual Elder Adults / Adults at Risk Reports for 2009. Door County had 101 reports for 2009. Dave Hemery will be providing some training on the new Power of Attorney for Finances form.
- c.) **Aging Unit / Senior Resource Center:** Amy Jahnke will be facilitating a support group for caregivers at the Family Centers of Door County located in the Southern Door Area. The Nutrition Council is working on sponsoring four (4) food events per year and the Packer Extravaganza was one of them. It was a great turnout! Last month Bev reported that the Senior Center received 400 pounds of ground round beef. The Center received its second donation of meat and that is working out well. An opportunity to apply for a grant in Lynn Christenson's area (Benefit Specialist) is being worked on – Medicare Improvements for Patients and Providers Act (MIPPA). It's an opportunity to receive \$10,000.00 a year and it would help subsidize her salary and / or more hours for clerical.
- d.) **Child and Family Services Unit:** Dori Weyenberg reported on the number of children / juveniles that are in placement. She also shared some statistics that Rawhide provided related to youths placed at their facility in the past five (5) years from Door County.

Ben Meyer was excused at 2:55 p.m. for the remaining portion of the meeting.

Dori also reported on the Team Leadership by Choice (TLC) program. Twelve youths took part in this six (6) session program. A graduation ceremony was held last week and the room was filled with family members.

- e.) **Economic Support:** Joanne Ator reported that the allocation for the Energy program was received. Most of the program is subcontracted out to the Women's Employment Project. There has been an increase in the number of disconnect notices this year

from both Wisconsin Public Service and Sturgeon Bay Utilities. The allocation for the emergency funds for crisis for 2010 / 2011 year is \$19,000.00. State contract funding spent to date for the 2009 / 2010 year totals approximately \$41,000.00. This amount includes two (2) additional supplements. Lakeshore CAP also contributed approximately \$19,000.00 this year for this use. Joanne shared an article that was in the Green Bay Press Gazette. Brown and Kewaunee County both have seen an increase in FoodShare requests. Door County saw this increase earlier on. From July 2008 to July 2010, Door County had a 58% increase in FoodShare cases. In July 2010 Door County had 903 FoodShare cases. The FoodShare program is meant to be a supplemental program. It does not cover the cost of the total monthly food budget.

- f.) **Long Term Care:** Mike VanEss reported that there was a decrease in intake numbers for August. He only assigned four (4) intakes for follow up to do assessments. The reason for the decrease is unknown; however it gave care managers a little relief from caseload pressure. Since clients are not being added to the waiver programs, the Unit is looking at using Supportive Home Care and Wraparound funds to help clients with basic needs until they can be removed from the waitlist. Mike reported last month about a memo issued by the State that effective October 1st, nursing homes, as part of their assessment process, had to ask individuals if they wanted to return to the community. If they answered yes, a referral would then be made to Social Services and a response would need to be made within five (5) business days. Since then, more information has been received and nursing homes / staff do have some criteria / flexibility for screening which individuals need formal assessments to evaluate them for less restrictive placements in the community.

- g.) **Director's Report:** Roger Tepe had no other items to discuss.

The committee took no action on informational items presented.

13. Approve / Amend Suggested Next Meeting Date: The Board set its next monthly meeting for 1:00 p.m., Tuesday, October 12, 2010 at the Government Center in the Chambers Room. The November meeting will be held on the 9th at 1:30 p.m. at the Senior Resource Center. This meeting will also include a Public Hearing regarding the Transportation Program.

14. Adjournment: Motion by Charles Brann, second by Dale Wiegand to adjourn the meeting at 3:15 p.m., Motion carried.

Respectfully Submitted,

Christine Coulthurst
Recording Secretary

APPROVED BY: 

